CITY OF PRINCE GEORGE

Build your career
with the City of Prince George

BILLINGS CLERK 2

Regular Part-Time
Financial Services / Finance & IT Services

Are You a Motivated Professional With an Accounting Background?

About our community:
Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

About our organization:
The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

About the opportunity:
We have an exciting opportunity for a motivated professional with an accounting background to join our Financial Services team. In this role, you will be responsible for preparing and maintaining records essential for generating billings related to general, utility, and special levies. Your responsibilities will include a variety of financial tasks, such as entering time data, coordinating applications for permissive tax exemptions along with their associated reports, and providing administrative support. Additionally, you will ensure accurate record-keeping by making timely adjustments to account balances and conducting periodic audits of the revenue base for specific areas and levies. **Please note that as a condition of employment, you will need to obtain and maintain a clear Police Information Check for any offenses related to the job.**

About your background:
You have graduated from high school and completed a two-year post-secondary business diploma which includes courses in accounting, from a publicly accredited institution recognized in the BC Transfer Guide. You possess at least two years of general accounting experience, which includes maintaining databases and balancing various financial records. Additionally, you have experience working with integrated financial systems in a mid to large-sized organization. Preferred candidates will have prior experience in municipal tax and utility billing.

Why You Will Love Working for our Financial Services team at the City of Prince George:
- Enjoy a rewarding career where you can have a positive influence on the future of our community.
- Use your exceptional customer service skills to respond to customer inquiries.
- Enjoy a competitive wage of $39.56 - $40.44 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by December 7, 2026 to:
http://princegeorgejobs.prevueaps.ca/jobs/

Want to know more about this exciting career?
Please refer to the job description on our website for more details!

Want to know more about living and working in Prince George?
Please visit: Move Up Prince George / City of Prince George

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.